

J O B O P P O R T U N I T Y
California Department of Veterans Affairs
"Veterans First"

Veterans Home of California, Yountville

AN EQUAL OPPORTUNITY EMPLOYER – EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION.

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THIS STATE. THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

PER MILITARY AND VETERANS CODE, SECTION 80, WHENEVER POSSIBLE, PREFERENCE SHALL BE GIVEN TO VETERANS FOR EMPLOYMENT IN THE DEPARTMENT OF

CLASSIFICATION: Office Technician (T) (1139)
Full – Time, Permanent
\$2510.00 - \$3050.00

LOCATION: Plant Operations

FINAL FILE: May 13, 2005

DUTIES & RESPONSIBILITIES:

Under the general direction of the Chief Plant Operations III (CPO III) this position provides necessary office skills necessary to support the CPO III, CPO I, Chief Engineer II, Supervisor of Building Trades, Automotive Pool Manager I, Supervising Grounds Keeper II and the Painter Supervisor. Provides support for facilities management of construction projects, which demands additional clerical service and support. The predominant duties for this position include, but are not limited to:

- ✓ Plans, organizes and assist supervisors in support of skilled and semi-skilled workers who are engaged in the operation and maintenance of a large hospital complex and construction of new complexes. Ensures deadlines are met.
- ✓ Acts as a liaison between the CPO III, his staff, patients/home members, agency staff and members of the public, including private contractors, to resolve a variety of issues that are critical to the operation of the facility.
- ✓ Provides direct clerical support to the CPO III by researching issues and drafting original correspondence for signature, maintaining and cataloging regulations from Department Health Services (DHS), Department of State Fire Marshal (DSFM), United State Department of Veterans Affairs (USDVA), OSHA and the DGS, along with other correspondence instrumental to the operations and maintenance of the facility and facilities under development, maintain office inventory and ordering office supplies, writing office related contracts for maintenance agreements, etc. Answering telephone and greeting visitors.
- ✓ Maintains accurate timekeeping and generates related reports for the staff assigned to Plant Operations.
- ✓ Tracks and coordinates employee Performance Appraisals (IDP) and prepares various personal related documents to include M-80s, Requests for Personnel Actions, etc.
- ✓ Responsible for the clean and orderly condition of the Plant Operations administrative staff office.
- ✓ Other duties as related.

SPECIAL REQUIREMENT:

Typing certificate certifying the ability to type 40 wpm.

WHO MAY APPLY:

Applications will be accepted from individuals with permanent State Service in the class of Office Technician (T), or working in a class eligible for lateral transfer, reinstatement or list eligibility to this class. Priority consideration will be given to candidates on the SROA list. Applications will be subject to screening and only the most qualified will be interviewed.

HOW TO APPLY:

Candidates should submit a State Application (Std. 678), typing certificate certifying the ability to type 40 wpm and resume to:

VETERANS HOME OF CA – YOUNTVILLE
HUMAN RESOURCES– TESTING UNIT
110 CALIFORNIA DRIVE
YOUNTVILLE, CA 94599-1414

INQUIRIES:
VOICE: (707) 944-4550
TDD: (707) 944-4560
www.cdva.ca.gov

Release Date: May 2, 2005